

UNIVERSITY OF WASHINGTON TACOMA
Faculty Assembly Executive Council
Meeting
October 8, 2009
12:35 – 1:25 p.m. CP 331

Attendees: Johann Reusch, Chair; Marcie Lazzari, Vice Chair; Gregory Benner, Marjorie Dobratz, Ehsan Feroz, Janice Laakso, Mark Pendras, Peter Selkin, Larry Wear, Beth Rushing, Ex-officio, Vice Chancellor for Academic Affairs (VCAA)

Synopsis:

1. Executive Mode (recommended for bylaws changes): Further discussion and vote on proposal to include chairs of the four Faculty Assembly standing committees as voting members of the EC (see attached rationale).
2. Joint Council on Enrollment Planning and Policy
Suggested membership: Vice Chair, Faculty Assembly and one member each from the Faculty Affairs and Academic Policy committees
3. Adjournment

Minutes:

1. Executive Mode
The EC members discussed changing the bylaws to include the chairs of the standing committees, based on the following rationale: “Now that the EC de facto represents the entire membership of FA as a result of the 2009 change to the UWT FA bylaws, the reciprocal reporting relationship between the EC and the committees needs to be formalized in order to maintain an efficient organizational structure to better inform decision making. Faculty committee chairs at both the Bothell and Seattle campuses serve on their respective executive councils.

The EC unanimously voted in favor of the changing UWT Faculty Assembly Bylaws Article III, to “B. Executive Council Membership: The Executive Council shall consist of a chair, a chair-elect, the chairs of the Standing Faculty Committees, and at least one representative chosen from amongst the voting faculty of each of the academic units* of UWT.”¹

2. Joint Council on Enrollment Planning and Policy (JCEPP) ²
Beth Rushing, VCAA explained that the purpose of this committee addresses enrollment, growth, and planning. Rushing emphasized that this will not remove the faculty obligation to influence admissions criteria. This works at making

¹ See attachment A.

² See attachment B.

recommendations to the Executive Council, which will then vote to approve or revise any JCEPP recommendations. Rushing asked for three faculty members.

Marcie Lazzari, VC suggested that these members be herself, along with one member from each, the Academic Policy and Faculty Affairs committees. Rushing noted that this committee will meet once per month. EC members raised concerns about the possibility for concentration of power with the potential for duplicate representation by existing committee members and bypassing existing Faculty Assembly Standing Committees without transparency, public accountability, and records, such as minutes and their members on new committees. Lazzari clarified the situation as follows: the rationale for the standing faculty committee representatives on JCEPP are: a) that it is often difficult get volunteers on committees, b) that the communication between various/all pertinent campus committees and standing faculty committees should be tightened, and c) that representation on JCEPP is in line with the goal of strengthening Faculty Assembly voice.

Rushing suggested that for future committees, the EC might be concerned with diverse faculty representation on committees that deal with policy changes; it should not be as critical with committees that deal with processes.

3. The meeting adjourned at 1:35 p.m.

Attachment A:

To: UW Tacoma, Faculty Assembly Executive Council Members

From: Johann Reusch, Chair, Faculty Assembly
Marcie Lazzari, Vice Chair, Faculty Assembly

Date: October 8, 2009

Re: Proposal to Include Chairs of Faculty Assembly Committees as Voting Members of the Executive Council

Background: When the Faculty Assembly (FA) Executive Council (EC) was created at the University of Washington Tacoma (UWT), the chair of the Faculty Affairs Committee served on the EC as stated in the UWT Faculty Assembly bylaws. When the three additional FA committees were created, their chairs attended and reported to the EC; however, their membership on the EC was never formalized. Consequently, the interactions between the EC and the committee chairs became informal and at points in time, ceased to exist.

Current situation: Now that the EC de facto represents the entire membership of FA as a result of the 2009 change to the UWT FA bylaws, the reciprocal reporting relationship between the EC and the committees needs to be formalized in order to maintain an efficient organizational structure to better inform decision making. Faculty committee chairs at both the Bothell and Seattle campuses serve on their respective executive councils.

Proposal: The following amendment to the bylaws is suggested: appoint the chairs of the Curriculum Committee, Faculty Affairs, Academic Policy, and Appointment Tenure Promotion as voting members of the Executive Council in accordance with historical precedence. This amendment will empower the EC with regard to faculty governance expertise, guarantee direct and on-going communication between the integral units of FA, and increase the safeguard mechanism of checks and balances through broader faculty representation.

Compensation for committee chairs: Preliminary discussion with the Chancellor and the Vice Chancellor for Academic Affairs (held September 18, 2009) indicates their understanding for the proposed amendment described above and their support for compensating FA committee chairs with course releases. Despite the current budget situation, the Administration has agreed to compensate the Chair of the Curriculum Committee at one course-buyout per year and is considering one course release to the other committee chairs after they complete a two-year term as chair (unless a strong case can be made that the chair workload warrants more compensation).

Next steps: If EC accepts this amendment, the FA membership will need to vote on it as well. Those who currently serve as committee chairs will need to accept the responsibility to attend EC meetings. If passed, we will continue to work with administration to secure funding for the committee chairs.

Attachment B:**JOINT COUNCIL ON ENROLLMENT PLANNING AND POLICY****Mission:**

The JCEPP provides policy-oriented leadership and recommendations for UW Tacoma's enrollment goals. It reports to the Chancellor.

Vision:

Enrollment planning and policy at UW Tacoma is grounded in the understanding that each campus division and unit shares some direct and cooperative responsibility for aspects of enrollment. The JCEPP facilitates a collaborative direction and coordination of that work, and makes recommendations for policy pertaining to admission, retention, and other aspects of student success. JCEPP strives to foster supportive and effective interaction among campus constituencies in the interest of UW Tacoma's commitment to student success and achievement of institutional goals for enrollment.

Informed by institutional data, key performance indicators and input from its members, the JCEPP monitors trends in enrollment and makes enrollment policy recommendations to the Chancellor and to other campus groups (e.g., Faculty Assembly) as appropriate.

Goals:

1. To gather and consider input from various sources on the current state and progress of enrollment and student success, in light of institutional goals.
2. To provide recommendations and information to divisions, units, and the broader campus leadership on enrollment and student success goals, and strategies for achieving those goals.
3. To bring enrollment policy issues to the attention of the Chancellor.

Membership:

Associate Vice Chancellor for Enrollment Services (co-chair)
Vice Chancellor for Academic Affairs (co-chair)
Associate Vice Chancellor for Student Affairs
Assistant Chancellor for Equity and Diversity
Director of Interdisciplinary Arts and Sciences
Director of General Education
Dean/Academic Director representative (one)
Faculty Assembly representative (three)
Director of Institutional Research and Planning
Director of Admissions
Director of External Relations and/or Public Relations and Marketing Manager

Work Groups:

Work groups either are chaired by or report through their chair to a member of JCEPP.

1. Implementation - Associate Vice Chancellor for Enrollment Services (Chair), Enrollment Services representatives, Institutional Research representative, Academic Affairs representative, Student Affairs representative, Equity and Diversity representative, Advancement Representative, Academic Program representative. Coordinates enrollment activities and operations that support the goals and adhere to the policies established by JCEPP. Reviews data, projections and other information to make informed decisions and adjust enrollment activities accordingly. Coordinates with other work groups.
2. Recruitment – Director of Recruitment (chair), AAO representatives, Academic Program representatives, Student Affairs representative. Prepares and executes annual undergraduate recruitment plan and coordinates institutional undergraduate recruitment efforts.
3. Retention – Chair (Assistant Chancellor), Enrollment Services representatives, Institutional Research representative, Academic Affairs representatives, Student Affairs representatives, Equity and Diversity representative, Faculty Assembly representative. Prepares and executes annual plan.
4. Communications – Graphic Designer (chair), Enrollment Services representatives, Advancement representatives, Academic Program representatives. Prepares and executes annual plan for web and print information, publications and marketing.
5. Graduate Enrollment – Chair (TBD), Graduate Program representatives, Academic Affairs representatives, Enrollment Services representatives. Develops plans for cooperation among programs.

Outreach – Assistant Chancellor for Equity and Diversity (chair); Outreach Coordinator, Enrollment Services representatives; Academic Affairs representatives; Student Affairs representatives; Advancement representative. Prepares and executes a plan for promoting long-term relations with surrounding community, K-12 and underrepresented populations. Outreach becomes a Task Force to develop overarching plan for units to follow, then disbands.

Initial Agenda Items for JCEPP

2010 Admissions mix and admissions process
Course planning
New codes for premajor students
Foundations of Excellence recommendations
Review and prioritize EMC and Retention Plan recommendations